

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: <u>DODE04410427</u>	DATE POSTED: <u>07/13/15</u>
POSITION NO: <u>241006</u>	CLOSING DATE: <u>OUF</u>
POSITION TITLE: <u>STATISTICIAN/DEMOGRAPHER</u>	
DEPARTMENT NAME / WORKSITE: <u>Department of Diné Education-Office of Educational Research &amp; Statistics / Window Rock, AZ</u>	
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>AB68A</u>
WORK HOURS: <u>8:00 AM - 5:00 PM</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u>          </u> \$ <u>56,721.60</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : <u>          </u> \$ <u>27.27</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> <u>          </u>

**DUTIES AND RESPONSIBILITIES:**

Supervises the OERS staff on a daily basis. Performs administrative duties to ensure OERS implements the full range of their plan of operations and budgetary requirements. Develops data collection instruments; utilizes and implements instruments and methods for the evaluation and quality control of student and demographic data; collects, analyzes, interprets, and summarizes data; prepares, drafts and presents statistical and analytical reports; selects data samples; prepares surveys and conducts logic checks to maintain data quality.

Maintains and updates computerized collection and tracking of relevant student and demographic data; utilizes statistical software to analyze and interpret demographic data; maintains appropriate records of research methods and results; formats data, develops and prepare reports, charts, tables, and other related documents and graphics

Serves as an expert witness in demographic statistics for the Navajo Nation government before federal state, and Navajo Nation judicial and legislative tribunals; maintains and updates statistical demographic data of the socioeconomic conditions of the Navajo Nation to enhance program planning, and services delivery capabilities.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Master's degree in Statistics, Economics, Sociology or closely related field; and five (5) years collecting, analyzing and interpreting statistical data and computer database management.

**Preferred Qualifications:**

- Five (5) years of experience with qualitative and quantitative methods.
- Strong research background.

**Special Requirements:**

- Must possess a valid state driver's license. Incumbent must obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- Must obtain Data Management Certification.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of statistical sampling and survey methodology, statistical research principles, methods, procedures, and standards. Knowledge of student information and database computer systems. Understanding of data collection and data storage. Knowledge of applicable federal, state and local laws, rules, regulations, policies, and procedures. Ability to work independently, set priorities, plan, organize, and implement activities.

**<<A favorable background investigation is required>>**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**